

Approved For Release 2002/05/09 : CIA-RDP84-00313R000300050012-1  
UNITED STATES SECRETARY OF DEFENSE  
Office of Incentive Systems  
Washington, D.C. 20415

NCSL Award

AUG 23 1978

Joe -

Attached is a copy of the announcement that I received from NCSL. The major change appears to be the elimination of the Special Achievement Awards for (1) single, one-time achievement, (2) series of successful projects and or (3) one project over a period of years. The Career Service Awards are unchanged, except they have reduced the required number of copies of "summary statements" from 50 to 25.

Hope this is helpful. Will know more after talking with Mrs. Rose Boyd on Monday.

Best regards,



Attachment

## Nomination Form

is hereby nominated for the National Civil Service League  
Career Service Award.

Signature of Agency Head

Date

**Please Attach  
To Nomination**

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Rose Williams Boyd

## Profiles In Quality

### NATIONAL CIVIL SERVICE LEAGUE

#### 1978 Career Service Awards Program

- Recognizes career public employees for significant contributions
- Encourages excellence in government service
- Promotes public appreciation of quality in government
- Stimulates able persons to choose government careers

5530 Wisconsin Avenue, N.W. Washington, D.C. 20015



## Awards program

The National Civil Service League has been a leader in the promotion of good government since the League was established in 1881. One of the ways it has promoted this concept in recent years has been through the Career Service Awards Program.

This annual program provides national recognition for ten federal employees who have distinguished themselves in public service.

The winners are selected based on demonstrated efficiency, achievement, character and service. They are nominated by agency and department heads and are given extensive publicity through radio, magazines, and newspapers.

Award recipients are honored guests at a presentation ceremony which is attended by leaders of government, business and the professions.

### THE NATIONAL CIVIL SERVICE LEAGUE

The League is a nonpartisan, nonprofit citizens' organization founded in 1881 to promote efficiency in federal, state and local government. Its publications and action program of research-education-counseling-advisory services represent the *citizens* in promoting improvement of public personnel management. It is supported by tax-deductible gifts from citizens, organizations, corporations and foundations who are concerned with the quality of public administration in our society. Membership is open to all who want to help improve government.

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## Criteria

The nominee must be employed in one of the career services of the federal government. This employment must span at least ten years. However, the service may include time in military service and employment in state or local as well as in the federal government.

Nominees must have a record of integrity and devotion to the principles of public service.

They must have demonstrated exceptional efficiency, sustained superior performance and accomplishment. Since many nominations will be considered, it is important that the nomination procedure be followed as outlined to facilitate selection.

Nominations should be made as early as possible. Final deadline for submission is September 15, 1978. The Awards ceremony will be held on November 2, 1978.

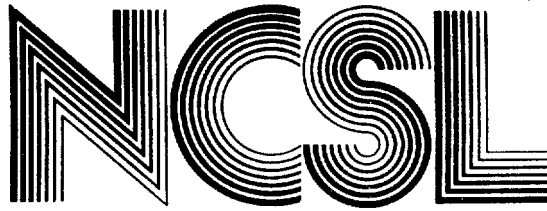
## Nominating instructions

Men and women in all grades and occupations, in the field, overseas, and in the departmental services are eligible. Nominees must meet the criteria established in this announcement.

**WHAT TO SUBMIT:** Each agency and department head may nominate one candidate in each category by submitting before September 15, 1978.

- 1. Written Statement:** Six copies, no more than five pages in length containing:
  - Justification in detail for the nomination in terms of the primary considerations noted in the criteria.
  - Human interest factors especially related to the candidate's career that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection.
  - Comments on the candidate's participation in professional, social and civic activities and organizations.
- 2. Summary Statement:** 25 copies (original must be signed by agency head) preferably one page long, but two pages will be accepted—organized as indicated below:
  - Name, title and grade.
  - Business address and phone number.
  - Residence address and phone number.
  - Education and degrees (including names of schools).
  - Length of service.
  - Chronological synopsis of career service progression, showing title and government organizations.
  - Brief statement setting forth in summary the substantive achievement(s) which qualify the candidate for consideration and indicating the agency head's primary reason(s) for submitting the candidate's name.

3. Nomination Form found in this leaflet.



Executive Registry

78-6182

National Civil Service League  
5530 Wisconsin Avenue, N.W.  
Washington, D.C. 20015  
Phone: (301) 654-8664

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Rose Williams Boyd

July 28, 1978

Honorable Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Turner:

The Board of Directors of the National Civil Service League is happy to invite you to support excellence in the public service by nominating outstanding employees for the 23rd Career Service Awards Program. The enclosed nomination leaflet, which should be forwarded to your personnel offices, describes the program in detail.

To honor all the public work force, we encourage nominations within the broadest possible range -- both women and men, from various grade levels, from the field, and from all ethnic groups.

We look forward to cooperating with your agency in this 23rd Annual Awards Program which will culminate in the Awards Ceremony for the 10 awardees this coming November.

Sincerely,

Mortimer M. Caplin  
Chairman of the Board

*Pero 28-2495*

*8-28-78*

MEMORANDUM FOR: Chief, Career Management Staff, DDA

FROM:

[REDACTED]  
Acting Director of Personnel

SUBJECT: Public Service Award Nomination

1. As you know, the Director has approved Mr. John F. Blake as the Agency's nominee for a National Civil Service League Award.

2. Attached is a copy of the official invitation announcing the 23rd awards program. The major change appears to be the elimination of the Special Achievement Awards for (1) single, one-time achievement, (2) series of successful projects, and/or (3) one project over a period of years. The Career Service Awards remain as before. Ten of these awards will be presented. Also attached is a sample of the most recent nomination prepared for a NCSL Career Service Award to guide you in preparing your summary statement for Mr. Blake. We are working toward the deadline listed on the nomination leaflet which is before 15 September 1978. Due to a League reorganization, the awards program was not held last year.

3. Should you need assistance or have questions, please do not hesitate to contact [REDACTED]. It is necessary that the nominating papers be signed by the Director in sufficient time to have 25 copies made, and to deliver the nomination on time.

STATINTL

*h/*

[REDACTED]

Attachments

Distribution:

0-addsee w/att

1-DDA Reg w/o att

1-D/Pers w/o att

2-C/BS [REDACTED] (8-29-78)  
OP/SF/BS [REDACTED]